|  |
| --- |
| DOCUMENT CONTROL |
| *<This section captures the Document Control aspects of the request when it is first submitted to the Business Project Office. The initiative Reference No and Date Submitted fields will be generated by the system.>* |

|  |  |
| --- | --- |
| **INITIATIVE DETAILS** | |
| Initiative Title / Name | Initiative/ Project Reference Number |
|  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| REVISION HISTORY *<The IAS document might go through a number of revisions before it is finalised. This section allows tracking on the progress of the document>* | | | |
| Date | Version | Who | Description |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| REQUESTOR DETAILS *<This section holds the details of the Business Unit, Team and Individual requesting the initiative/project>* | | | |
| Name |  | Date Requested |  |
| Email |  | | |
| Requesting Business Unit |  | Requesting Team |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| BUSINESS and PROJECT OWNER DETAILS *<This section holds the details of the Business Manager owning the initiative and the requirements of the change. It also carries the details of the Project Owner who is in a position to justify the initiative and helps getting financial decisions approved>* | | | | |
| Business Owner Name |  | Email |  | |
| Project Owner Name |  | Email |  | |
| Approver |  | Scheduled Date | |  |

|  |  |
| --- | --- |
| INITIATIVE CATEGORY and PRIORITY *<A type and category is allocated to the request based on the size and complexity of the initiative/project>* | |
| Type of Request | Request Category / Priority |
|  |  |

|  |
| --- |
| INITIATIVE OVERVIEW / EXECUTIVE SUMMARY |
|  |

|  |  |
| --- | --- |
| BUSINESS JUSTIFICATION / STRATEGIC ALIGNMENT *<Align Initiative/Project with 4 strategic pillars, i.e. Operational Excellence, Growth, Brand, Sustainability>* | |
| Operational Excellence |  |
| Growth |  |
| Brand |  |
| Sustainability |  |

|  |  |
| --- | --- |
| KEY REQUIREMENTS *<Describe the idea/problems’ key requirements on a high level>* | |
| Key Requirements |  |

|  |  |
| --- | --- |
| BUSINESS AREAS IMPACTED BY THE IDEA *<List here other areas of the business both externally, e.g. Direct Connect and internally, e.g. other Business Units foreseen to be impacted>* | |
| Impacted business areas | Description |
|  |  |
|  |  |

|  |  |
| --- | --- |
| SYSTEMS IMPACTED BY THE IDEA *<List the systems identified to be impacted by the idea/problem>* | |
| Systems/ Applications Impacted |  |
| Note: Please refer to section **8** for embedded Requests for Quotes (RFQs) and corresponding Vendor responses obtained to estimate potential solution(s) for system changes above. | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| PROPOSED RESOURCE REQUIREMENTS FOR INITIATE PHASE *<Enter the proposed resource requirements>* | | | | | |
| Phase | Business Unit / External | # of Resources | Duration (weeks) | Time Distribution (%) | Resource Allocation |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

|  |  |  |
| --- | --- | --- |
| SUPPORTING INFORMATION (APPROVE IDEA PHASE) ***<List and embed the RFQ document(s) with their corresponding Vendor responses and other applicable documents which you might have gathered in the section below>*** | | |
| Supporting Document/s Name | Embedded Document | Embed Responding Vendor/s |
| <Request for Quote/s RFQ (Order of Magnitude)> Type here |  |  |
| Other supporting Documents |  | |

|  |  |  |
| --- | --- | --- |
| PROPOSED PROJECT MILESTONES & SCHEDULE - Timing | | |
| Key Milestones / Deliverables | Start Date | End Date |
| Initiate Phase *(Project Set-up and Prefeasibility)* |  |  |
| Define Phase *(Perform Detailed Analysis)* |  |  |
| Execute Phase *(Develop, Test, Prepare for and Implement)* |  |  |
| Operate *(Finalise Project)* |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| INITIATIE PHASE COST ESTIMATE (Based on High Level impact assessment) | | | |
| **Initiate Phase** | | **$ Estimate** | **Days Estimate** |
| Resources | |  |  |
| Procurement *(Hardware / Software)* | |  | *N/A* |
| TOTAL | |  |  |
| OPEX Cost Centre |  | | |
| CAPEX Cost Code |  | | |
| Within current year’s budget? | |  | |
| Total Available budget? | |  | |
| Total Investment Estimate? | |  | |

|  |
| --- |
| Adherence to enterprise architecture principles & standards |
| *The purpose of this section is to map the Enterprise Architectural principles to which this solution adheres and to document any decisions in relation to those principles or standards that may be contravened or broken.*  *<A tick is placed in the box next to the Principle to signify that the solution design aligns to that particular principle.*  *Note: All solutions must have 100% of Principles met, and must not break any principles without discussion and agreement by the Architectural Governance Group>.* |

| Governance Principles | Meets | Contradicts | N/A |
| --- | --- | --- | --- |
| Maximise Benefit to the Enterprise / Common Use Applications / Common Use Systems / Common Use Processes |  |  |  |
| Data is an Asset |  |  |  |
| Data Governance |  |  |  |

| Portfolio Principles | Meets | Contradicts | N/A |
| --- | --- | --- | --- |
| Out Of The Box Solutions / buy not build / limit customisation |  |  |  |
| Loosely coupled and Modular |  |  |  |
| Simplification / Ease of Use / Consistent User Experience |  |  |  |

| Architecture Principles | Meets | Contradicts | N/A |
| --- | --- | --- | --- |
| Tightly Integrated, Loosely Coupled and Modular Solutions |  |  |  |
| Simplification / Ease of User / Consistent User Interface |  |  |  |
| Technology Independence, Avoid Technical Diversity |  |  |  |
| Data is Shared and Accessible. |  |  |  |
| Data comes from a Single Source of Truth (SSOT) / Trusted and Validated Sources of Truth |  |  |  |
| Security by Design |  |  |  |
| Managed Risk |  |  |  |

| Service Principles | Meets | Contradicts | N/A |
| --- | --- | --- | --- |
| Transparency, Requirements Based Access |  |  |  |
| Enterprise Operations / Robust, Reliable, Scalable / Business Continuity |  |  |  |

|  |
| --- |
| Reasons for Enterprise Architecture Principle & Standards exceptions |
| *This section describes any exceptions that have been applied for and the status of these exceptions.* |

|  |  |
| --- | --- |
| PRINCIPLES EXCEPTIONS | REASON FOR EXCEPTION |
|  |  |
|  |  |

**APPROVALS**

|  |  |  |  |
| --- | --- | --- | --- |
| RECOMMENDATIONS and approvals *<BPO will ensure approval of this document is obtained from the Business Prioritisation Group before it is presented to the Investment Forum>* | | | |
| Executive-Level Outcome & Recommendation |  | | |
| Executive-Level Signature or Email Approval |  | Name of Approval Rep. |  |
| Date of Approval |  | Approved Release: |  |